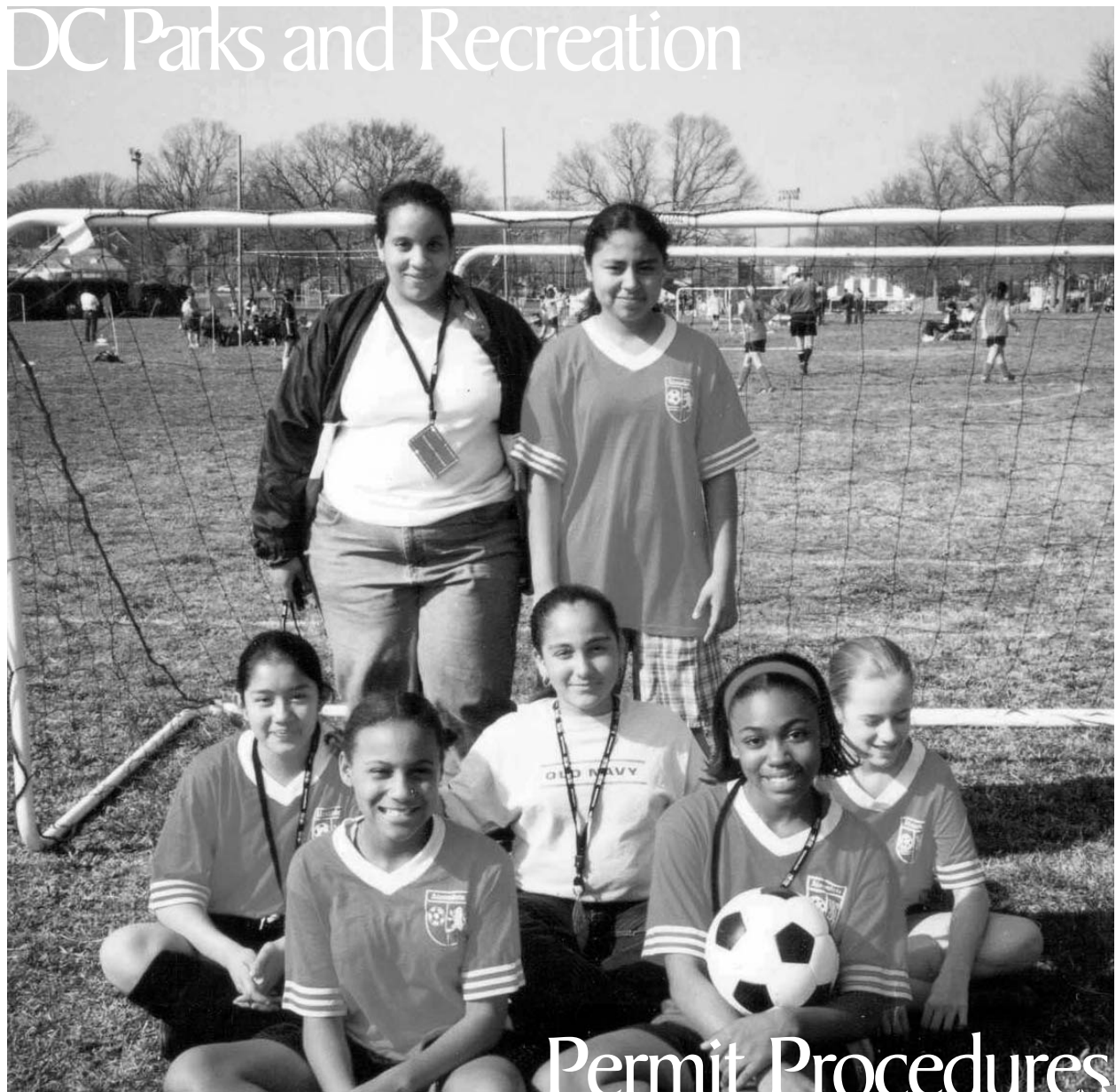


DC Parks and Recreation



Permit Procedures Manual

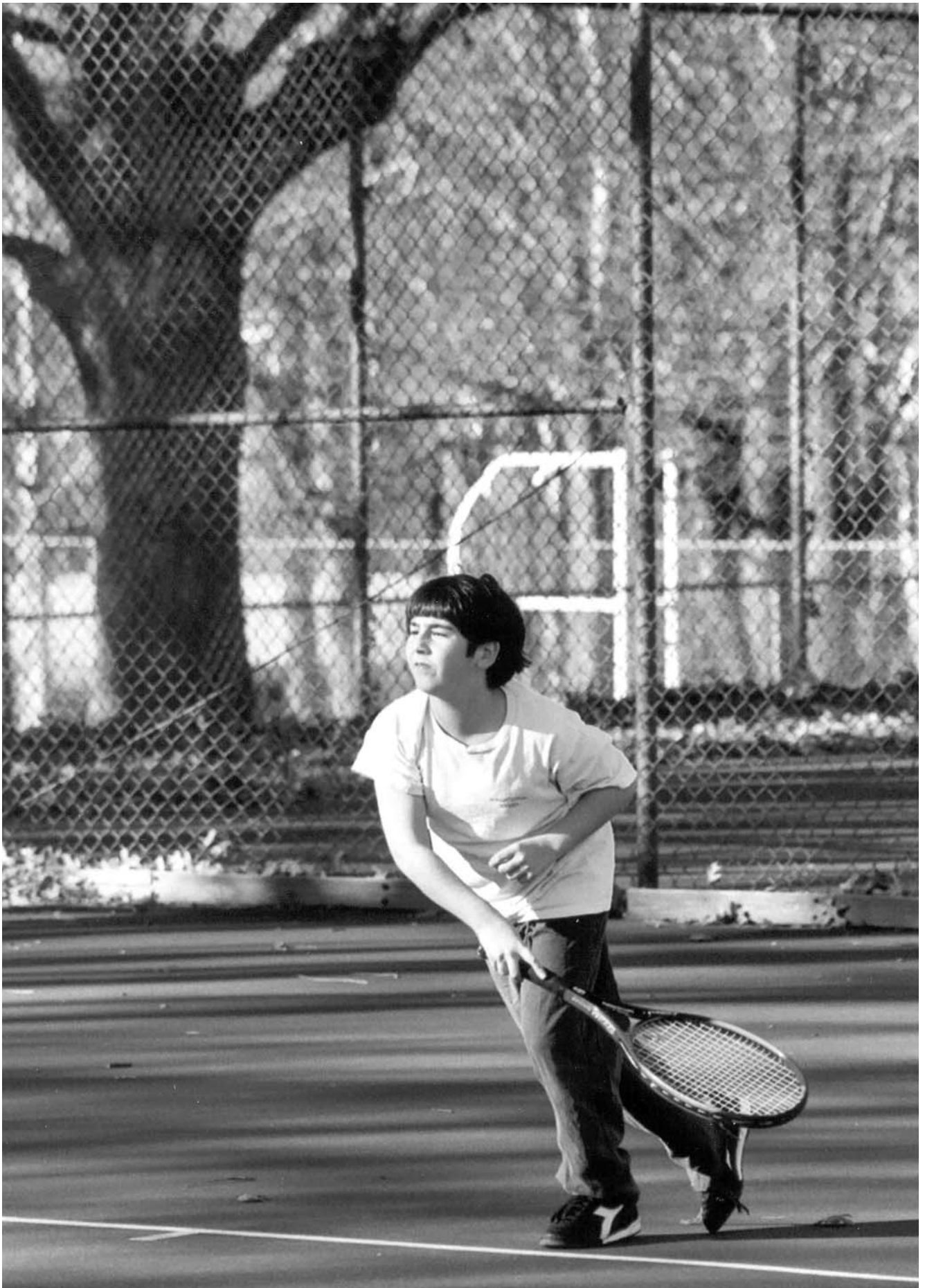


Anthony A. Williams, *Mayor*

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Neil O. Albert, *Director*



Director's Welcome

Welcome to this year's Permits Guide.

Want to check the availability of Guy Mason for a special occasion? Want to reserve Kennedy Playground for a neighborhood tennis tournament? This permit guide will help you do that. Through our Permits Office, DC Parks and Recreation oversees facility and space reservations for several properties, including some sites operated by the National Park Service.



In order to better serve you, the department has modernized its permits system. Now, interested parties may reserve space by telephone or online. Of course, the traditional reservation method is still available. The choice is yours. This year, DC Parks and Recreation has opened new centers to add to its list of facilities. New to DPR this year: **Emery**, 5801 Georgia Avenue, NW - New two-story recreation facility with an indoor - More than 28,000 square feet of space, several offices, meeting and multi-purpose rooms, kitchen facilities, a hardwood floor gymnasium, and other amenities; **Kennedy Playground**, Seventh & O Streets, NW, Meeting space for community groups as well as other public amenities including a walking track, full-length basketball court and a computer-learning center; **North Michigan Park**, 13th & Emerson Sts., NE - Meeting space for community groups and an indoor gymnasium; **Parkview**, Warder St. & Otis Pl., NW - A new play area as well as a large multi-purpose room, lighted basketball courts, a playground, and softball and football fields; **Sherwood**, 10th and G Streets, NE - A gymnasium as well as fitness rooms, multi-purpose rooms and a social hall.

As always, it is important to remember a few tips when reserving a facility:

Plan ahead. For most rental requests, you may submit an application for a permit up to three months in advance. Planning ahead gives you a better chance of securing the facility/park of your choice.

Provide details. The more information you provide on your permit application about your event, the better our staff will be able to serve and support your requests. All fees must be paid by the due date on the Notice of Availability (NOA) in order to secure a permit. The Department reserves the right to cancel your application if payment is not received by the due date.

Allow enough time for your setup and cleanup. When you secure a Permit for an event, it is both required that you set up and clean up before and after the event.

Know the emergency contact number: (202) 441-2605. We want to provide you with the best customer service possible, therefore, if staff is 15 minutes or more late in arriving or if you have an emergency, please call the emergency contact number between the hours of 9am and midnight.

We know you have choices in meeting your recreational needs, and we appreciate your consideration of our parks and properties for your next event. We look forward to serving you well.

Neil O. Albert
Director, DC Parks and Recreation

DC Parks and Recreation

3149 16th Street, NW

Washington, DC 20010

| Office | Phone Number | Hours of Operation |
|-------------------------|--|--|
| DPR Permit Office | (202) 673-7449 or (202) 673-7667 | Mon. - Fri. (9:00am - 5:30pm) |
| DPR Customer Service | (202) 673-7647 | Mon. - Fri. (9:30am - 6:00pm) |
| DPR Park Rangers | (202) 441-2605 | Sun. - Sat. (10:00am - 12:00am) |
| DPR Adult Sports Office | (202) 698-2250 | Mon.-Fri. (9:am-10:pm) Sat. (9am-2pm) |
| NPS (Central Office) | (202) 619-7225 | Mon. - Fri (8:00am - 4:00pm) |

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Permit Procedures Manual

OBJECTIVE:

The purpose of this manual is to establish a consistent, fair, and equitable policy for considering requests, for permits, from the public for the utilization of DC Parks and Recreation's (DPR) facilities, ball fields, and other properties. Also included is information on the use of certain federal properties in the District of Columbia. Staff of DPR Permit Office comply with these regulations and will provide equal access to these facilities to all residents. DC Parks and Recreation does not discriminate on the basis of age, gender, race, ethnicity or religion.

INTRODUCTION TO RECWARE:

What is Recware?

RecWare is a client/server recreation management computer software implemented by DC Parks and Recreation as an enhancement to its permitting process. It allows requestors to check the availability of, and make online requests for, Parks, Recreation Centers, Ball Fields and other Facilities via the Internet.

PRIORITIES AND REQUIREMENTS:

It is the policy of the DPR Permit Office to issue permits on a first-come, first-served basis, with special exceptions for ball-fields, to all residents. However, as part of that policy, the following priority system will be used:

PRIORITY #1: District of Columbia youth residents (application fees required)

PRIORITY #2: District of Columbia adult residents (fees will be applied)

PRIORITY #3: Non-resident youth (fees will be applied)

PRIORITY #4: Non-resident adults (fees will be applied)

Permits for the use of all DPR facilities will be issued only to persons 21 years and older. Proof of age and residency (a valid driver's license, employment identification, passport, utility bills) may be required prior to the issuance of a permit.

PERMIT APPLICATION PROCESS:

Submission/Application Process: (Do NOT submit payment with your application) Online... The Department now accepts online requests for all of its facilities and amenities. To obtain a permit, please choose from the following options: 1) Submit an online request; you must have a registration number for online requests (for more information on how you can attain a registration number, please call (202) 282-0730. 2) Complete a Permit Application Form (PAF) and mail or hand-delivered to: DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or, fax to (202) 671-2852. Blank Permit Application Forms can be obtained at: The Permit Office or the DPR's Customer Service Office located at its Headquarters - 3149 16th Street, NW, Washington, DC; DPR's website, www.dpr.dc.gov ; Any DPR Recreation Center; or the back-side of this manual.

Other Permits Processed by DPR

- To obtain a permit for Special Events (events that exceed 250 people), see guidelines on pages 5 & 6 of this manual.
- To obtain a permit for NPS fields, the process, noted above, should be followed.
- To obtain a permit for NPS picnic groves, the applicant must be an adult resident of the Washington Metropolitan Area (District of Columbia, Maryland or Virginia). Applicant must apply in person at the DC Parks and Recreation Headquarters, 3149 16th Street, NW, and show identification that verifies his/her name, age, and current address.

Notices of Availability (NOA)

Online Requests: Notices will be sent to online Requestors, via e-mail, within five (5) business days from the day the request was submitted.

Other Requests: A Notice of Availability will be mailed within seven (7) business days from the date of receipt of a completed Permit Application Form (PAF). The amount of fees to be paid, as well as any special instructions, would be reflected on the NOA. In the case where additional information is needed from the requestor, the processing time, for notices to be sent, may be longer.

Fees and Deposits:

Fees and Deposits are separate payments that are required once a request is approved. Permit fees and deposits for all DPR property quoted in this manual are in accordance with the Fee Schedule published in the District of Columbia Register, 49DCR 11562, 11598 thru 11608. Do not submit payment with your application. **You will be required to submit payment when you receive your NOA.**

Deposits:

All deposits in part or in whole, will be refunded by mail to the applicant upon inspection of the property by a department representative. A requisition would be done for Deposit refund within five (5) business days after an event takes place; Permit Holders will receive a check in the mail, from the DC Treasury's Office, within forty-five (45) business days of their event. If DPR representatives deem that the property was left in an unsatisfactory condition, the deposit would not be refunded or would be refunded in part only. If the property is in need of any type of repair, an assessment of the damage would be performed, the deposit would be applied, and the applicant would be billed accordingly. Deposits would also be applied to staff overtime if the requestor goes over their permitted end-time. Similarly, if a large amount of trash is left on the property, the deposit would be applied to a disposal fee that would be charged to the applicant.

Fees: (Cash is not accepted as a form of payment)

Once a Notice of Availability (NOA) has been issued, the applicant must submit payment by the Due Date on the NOA in order to confirm the reservation. If an event is less than fifteen (15) business days away from the requested date, the applicant would be required to make payment by using a credit card; either on the internet (if the request was made online) or by calling the Permit Office at (202) 673-7449/7667. Payment can also be made in person at the Permit Office (3149 16th Street, NW). **The Department reserves the right to cancel a request if payment is not received by the payment due date;** in such cases, the applicant must reapply and the property will be permitted based on availability. Permits will not be issued until all fees have been paid in full. All checks/money orders must be made payable to DC Parks and Recreation. **Any payment made less than fifteen (15) business days prior to the event will require a credit card, money order, or cashiers check (no personal checks).**

National Park Service Property Fees:

For all National Park Service property where DPR has authority to issue permits, picnic groves located in Rock Creek Park and Fort Dupont Park and certain ballfields, there is a nominal processing charge. Permits for the use of NPS Property are issued on a first come, first served basis using the priority system noted on page one (1) of this manual.

DC PARKS AND RECREATION PROPERTY AND FEE SCHEDULES:

Parks (including Small or Triangular-Shaped Parks)

DC Parks and Recreation has a large number of parks, located throughout the eight wards of the city, many of which are small and triangular-shaped. **The maximum capacity varies for each small or triangular-shaped park; call the Permit Office for more information on capacity of Parks.** To obtain a permit for the use of a DPR Park, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of all Parks are as follows:

Year 2004 Fee Schedule Parks (including Small or Triangular-Shaped Parks) (Per Event)

| Type | DC Resident | Non-Resident | Clean-up Deposit (mandatory) | Other |
|--|---|---|---|---|
| Parks (including small or triangular-shaped) | \$65.00 (per day) \$65.00 (each add'l day) | \$85.00 (per day) \$85.00 (each add'l day) | \$50.00 (Sm.- Med. parks) (per park per day) \$75.00 (Lrg. parks) (per park per day) | Call the Permit Office at (202) 673-7449 for more information on Site capacity. |
| Pavilions and Gazebos | \$65.00 (per day) \$65.00 (each add'l day) | \$130.00 (per day) \$130.00 (each add'l day) | \$75.00 (per park per day) | Maximum number of people per pavilion, is 50 |

Recreation Centers:

DC Parks and Recreation is responsible for a number of recreation centers, many of which have picnic areas that can be permitted (see Appendix A). **The maximum Capacity varies for each Recreation Center. Requestors must call the desired Center for capacity information.** To obtain a permit for the use of space at a Recreation Center, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of recreation center space are as follows:

Year 2004 Fee Schedule Recreation Centers (Per Event)

| Type | DC Resident | Non-Resident | Clean-up Deposit |
|--|---|---|------------------|
| One Room and Kitchen (small to medium Rec. Center) | \$78.00 (every 3 hrs) | \$98.00 (every 3 hours) | \$33.00 |
| One Room and Kitchen (large Rec. Center) | \$143.00 (every 3 hrs) plus staff fees | \$195.00 (every 3 hours) plus staff fees | \$65.00 |
| Gymnasiums | \$39.00 per hour | \$65.00 per hour | N/A |

Please Note:

Requestors are required to clean the property after their event. Clean-up deposits will be refunded by mail to the applicant upon inspection of the property by a department representative. However, if the representative deems that the property was left in an unsatisfactory condition, the deposit would not be refunded or would be refunded in part only. If the property is in need of any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. Similarly, if a large amount of trash is left behind, a disposal fee would be charged to the applicant.

Ballfields/Basketball Courts:

DC Parks and Recreation has responsibility for 81 ballfields, 44 with lights, and 37 without lights (see Appendix A). The maximum capacity varies for each field/basketball court. To obtain a permit for the use of DPR Fields or Courts, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of a field/basketball court are as follows:

Year 2004 Fee Schedule Ballfields/Basketball Courts (Per Site)

| Type | DC Resident | Non-Resident |
|--|---|---|
| Ballfield/Basketball Court (youth) | Youth camps & non-profit leagues Ballfield: Free Courts : same as adults | N/A (non-profit groups) |
| Ballfield/Basketball Court (adult use) | Non-League Fees \$39.00/hr. | Non-League Fees \$65.00/hr. |
| Please Note: An additional \$25 per hour is charged for lights used on fields and outdoor courts. | Tournament Fees \$39.00/hr. | Tournament Fees \$65.00/hr. |
| | League Fees Per Team: Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team | League Fees Per Team: Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team |

Tennis Courts:

Tennis Courts are located at various recreation center sites. Please refer to Appendix A for a listing of sites with both non-lighted and lighted tennis courts. Fees for the use of tennis courts are as follows:

Year 2004 Fee Schedule Tennis Courts

| Type | DC Resident | Non-Resident |
|----------------------|--|---|
| Tennis Courts | Adult use (Including tennis tournaments) \$39.00 per hour per court | Adult use \$65.00 per hour per court |

An additional \$25 per hour is charged for lights.

Volleyball Courts

Volleyball courts are located on various recreation center sites (see Appendix A). Please refer to Appendix A for a listing of sites with both non-lighted and lighted volleyball courts. Fees for the use of volleyball courts are as follows

Year 2004 Fee Schedule Volleyball Courts

| Type | DC Resident | Non-Resident |
|--------------------------|--|--|
| Volleyball Courts | Non-League Fees-\$39.00/hr. Tournament Fees- Per Team \$240 | Non-League Fees-\$65.00/hr. Tournament Fees- Per Team \$240 |

Special Events/Large Festivals

In order to obtain a permit for an event in which the expected attendance will exceed 250 (at select sites only) the following requirements must be met. The applicant must:

1. Complete and return a Permit Application Form and a letter outlining all the details of your event to DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010. The phone number to the Permit Office is (202) 673-7449/7667.
2. Obtain personal liability and property damage coverage in the amounts of \$1,000,000.00 and \$400,000.00 respectively, with DC Parks and Recreation as the beneficiary. Applicants shall indemnify the District of Columbia Government and the DC Parks and Recreation against any claims of personal injury and property loss or damage.
3. Post a \$130,000.00 Performance Bond, with DC Parks and Recreation as the beneficiary. This may be done either by obtaining a performance bond from an insurance carrier (one day rider), or by leaving a money order or certified check on deposit with the Department until after the event takes place, at which time it will be returned, un-cashed, providing there has been no damage to the property/facility/grounds. The determination whether the property has been left in an acceptable condition will be the responsibility of a Department representative who will conduct an inspection of the property after the event has taken place. However, if the Department representative deems that the property was left in an unsatisfactory condition, the deposit shall not be refunded or shall be refunded in part only. In addition, if the property is left in an unsatisfactory condition needing any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.
4. Contact the local Advisory Neighborhood Commission (ANC), and make an event presentation. The applicant must submit a copy of written approval, from the ANC endorsing the event, to the DC Parks and Recreation.
5. Make a presentation to:

Mayor's Special Events Task Force:
DC Emergency Management Agency
Mr. Peter G. LaPorte, Director
2000 14th Street, NW, 8th Floor
Washington, DC 20009

To schedule a presentation, call (202) 673-2101, extension 1168. The presentation should include a detailed description of event activities, security arrangements, first aid and cleanup plan. This package must also be submitted to the DC Parks and Recreation. The presentation should be made at least 30 days prior to event date.

6. Obtain advance certification, for any food preparation and handling associated with the event, following the guidelines of the DC Consumer and Regulatory Affairs, Special Events Coordinator, Richard Harris (202) 535-2973 and DC Department of Health, Food Protection Division, (202) 535-2180.
7. Provide portable toilets for the event. A copy of the contract for these toilets should be submitted to DC Parks and Recreation - Permit Office when remitting payment for the permit at least 10 days prior to event.
8. Adhere to the following: if the applicant's event will include vendors, 20% of the fees collected for vending space must be paid to DC Parks and Recreation within thirty days after the event. A list of vendors should be submitted to DPR - Permit Office prior to the event. The applicant is required to provide DC Parks and Recreation with the following information: the number of vendors expected, a listing of all vendors with addresses, contact numbers and Tax ID/Social Security numbers.
9. Sign an agreement for use of the park/facility/grounds that enumerates the costs associated with the rental of property and payment of personnel (this includes facility staff). Payment of all fees must be made at this time, at least 7 days prior to event. Submit payment to: DC Parks and Recreation. Fees are listed below in the 2004 Fee Schedule for Special Events/Large Festivals.
10. When submitting payment, performance bonds and deposits must be made by separate certified checks or money orders. However, special events fee, special events application fee, overtime for staff, special equipment and lights, etc. can be paid with one check.

Issuance of permits for Special Events/Large Festivals creates a responsibility for organizations to comply with existing District of Columbia regulations and laws. Part of the policy in permitting District of Columbia Parks and Recreation facilities for special events/large festivals, is to coordinate closely with the local Metropolitan Police District to ensure that all regulations and laws are complied with by users of the facility. Police Officers of the appropriate District and DPR -Urban Park Rangers will conduct random checks to ensure that the safety and welfare of the community are preserved. In addition, staff of the District of Columbia Parks and Recreation, Parks & Facility Maintenance Administration, will monitor the event closely

Year 2004 Fee Schedule Special Events/Large Festivals

| Description | Fee Required | | |
|--|--|-------------|--------------|
| Special Events Fee | \$500.00 | | |
| Special Events Application Fee | \$98.00 | | |
| Indoor Facility Usage Fee | (See Year 2004 Fee Schedules per Facility. Page 3) | | |
| Performance Bond | \$130,000.00 | | |
| Insurance Coverage for Liability and Property Damage | \$1,000,000.00(liability) and \$400,000.00(property damage) | | |
| Overtime (facility staff) & | Number of hours at overtime rate | | |
| Overtime (showmobile driver) | (Costs will be determined and applicant will be informed on the Notice of Availability response) | | |
| Rental of Special Equipment | (See Year 2004 Fee Schedule for Rental of Special Equipment on page 7) | | |
| Lights | \$46.00 per hour | | |
| Vending | 26% of vendor fees collected for space | | |
| Expected Attendance | Deposit | DC Resident | Non-Resident |
| 250-500 | \$1,000.00 | \$650.00 | \$650.00 |
| 501-999 | \$1,500.00 | \$780.00 | \$780.00 |
| 1,000-2,999 | \$2,500.00 | \$1,300.00 | \$1,300.00 |
| 3,000-4,999 | \$2,750.00 | \$1,950.00 | \$1,950.00 |
| 5,000+ | \$2,750.00 | \$2,600.00 | \$2,600.00 |

Please Note: Fees for expected attendance are separate from fees for the use of indoor facilities.

Year 2004 Fee Schedule Rental of Special Equipment

| Description | Unit Price (\$/day) | *Deposit | Description | Unit Price (\$/day) | *Deposit |
|---|------------------------|----------|---|--|------------|
| Large Showmobile (36' x 8 1/2') | \$550.00 | \$300.00 | Podium | \$20.00 | \$20.00 |
| Medium Showmobile (28' x 16') | \$450.00 | \$150.00 | Platform (4' x 6' x 2') (Not recommended for dancing/stepping) | \$20.00 | \$20.00 |
| Description | Unit Price (\$/day) | *Deposit | Description | Unit Price (\$/day) | *Deposit |
| Small Showmobile (28' x 8 1/2') | \$350.00 | \$100.00 | Microphone | \$10.00 | \$20.00 |
| Generator (Not for Bands) | \$50.00 | \$20.00 | Lecturnette | \$25.00 | \$20.00 |
| Large P.A. System with microphone (Not for Bands) | \$100.00 | \$20.00 | Picnic/Sports Kit (Late Return Charge): DC Resident: \$20.00/day | DC Resident Rental Fee: \$39.00/day | \$55.00 |
| | | | Non-Resident: \$26.00/day | Non-Resident Rental Fee: \$65.00/day | \$55.00 |
| Small P.A. System with microphone (Not for Bands) | \$50.00 | \$20.00 | Tent (20' x 40') 1st day rental Each additional day | \$600.00 \$100.00 | N/A N/A |

Note:

The unit price does not include the required deposit.

Staff Overtime: Some of the above equipment may require staff overtime for setting up. Rates vary according to the number of staff and overtime hours required. Costs will be determined and applicant will be informed on DPR's written Notice of Availability response.

Deposits: Deposit is refundable and will be returned to the applicant upon inspection of the equipment by DPR staff. However, for any equipment that is returned in a damaged condition or is missing parts, the deposit will not be returned.

Notes:

A minimum advanced notice of two weeks is required for Showmobile and Tent rental (the rental period for showmobiles is March 1 thru October 31 only). For other equipment, a minimum of 1-week advance notice is required. All equipment, except picnic/sports kits, must be returned to the Department's Office of Support Services the next business day after the event takes place. Picnic/sports kits must be returned to the DPR's Headquarters. Upon completion of inspection by DPR Staff, deposits for equipment will be returned to the applicant. If any equipment is returned in an unsatisfactory condition needing any type of repairs, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.

NATIONAL PARK SERVICE PROPERTY:

NPS Picnic Groves

The two largest National Park Service areas are Rock Creek and Fort Dupont Parks. DC Parks and Recreation, in conjunction with the National Park Service, is charged with permitting designated groves in Rock Creek and Fort Dupont Parks.

There are ten (10) designated picnic groves available for permitting by the DPR in Rock Creek Park. In Fort Dupont Park, there are three designated groves permitted by DPR.

The maximum number of patrons allowed at the groves in Rock Creek Park and Fort Dupont is between 50-75, depending on the size of the grove. Permits for **Rock Creek Park are issued in four-hour blocks of time, and at Fort Dupont in eight-hour blocks**. An applicant is eligible to receive only one permit per day for NPS properties (picnic groves). **All patrons must vacate the parks by dark.**

DC Parks and Recreation permits Rock Creek and Fort Dupont Parks. East Potomac Park (including Haynes Point) is permitted by The National Capital Parks-Central, 1100 Ohio Drive, SW, Washington, DC 20242, (202) 619-7225. All other inquiries about NPS Property should be directed to NPS - Division of Park Programs, (202) 619-7225.

NPS Volleyball Courts

DC Parks and Recreation permits nine volleyball courts for National Park Service. Applicants **must apply in person** at DPR's Headquarters. Applicants may apply and be permitted for only one court during one month. Each permit will be honored for only one specified day of the week throughout that month. Volleyball permits issued by DPR on behalf of the National Park Service are for open play only, beginning May 1 of the given year, no permits are issued by DPR for league play or tournaments. For Special Use Permits, contact Leonard Lee at National Capital Parks-Central (202) 619-7225.

NPS Fields

The DC Parks and Recreation permits a number of fields for the National Park Service for the use of both youth and adults. There is no charge for the use of these fields except for a nominal processing fee.

National Park Service (NPS) Properties

PICNIC GROVES

| NPS Properties | Number of Areas/Courts | Duration of Authority (Per Year) | Special Comments | NPS Associate |
|---|------------------------|--|--|--|
| Rock Creek Park *Pierce Mill (grove1) *Beach Drive (groves 6 - 10) *Military & Glover Rd. (groves 13 & 14) *16th & Colorado (groves 23 & 24) | 10 Picnic Groves | May 1 thru October 31 Prior to and after this duration, all areas are first come, first serve | Accept Application on Jan. 2 (Must Apply in Person) Durations for rental of space: 7:30am - 3:30pm 4:00pm - Dark NOTE: GROVE 23 WILL BE OFFLINE IN 2004 | Before May 1 and after October 31, contact Brenda Hynson (202) 895-6012 |
| Fort Dupont Park *Randall Circle @ Minnesota & Mass. Ave. (2) *Lanham Estates @ Alabama Ave. & Beck Street, SE (1) | 3 Picnic Areas | May 1 thru September 30 Prior to and after this duration, all areas are first come, first serve | Accept Application on Jan. 2 (Must Apply in Person) All Permits 8:30am - Dark | Before May 1 and after September 30, please contact Janet Braxton (202) 690-5185 |

NPS COURTS/FIELDS

| NPS Properties | Number of Areas/Courts | Duration of Authority (Per Year) | Special Comments | NPS Associate |
|--|------------------------------|---|---|--|
| Volleyball Courts Rock Creek Park *16th & Colorado (2) | Two Courts | April 1 thru November 15 | | Before April 1 and after November 15 please contact Brenda Hynson (202) 895-6012 |
| Volleyball Courts *17th & Constitution (1) *26th Street Circle (6) | Seven Courts | April 1 thru August 31. Prior to and after this duration, all areas are first come, first serve | Accept Application on First Working Day of Previous Month (Must Apply in Person) | Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225 |
| Anacostia Park *1800 Anacostia Drive, SE Baseball Field (1) *1800 Anacostia Drive, SE Football Field (1) *Good Hope Road, SE Soccer Field (1) | Three fields | April 1 thru September 30 | DPK permits this site on weekends only. | Before April 1 and after September 30, and for weekday permits, please contact Lawrence Burgess (202) 472-3873 |
| W. Potomac Park Fields *FDR Memorial (Softball - # 1 thru 6) *Cricket Pad (Bet. Fields 2 & 3) *23rd & Independence (Softball - # 7 & 8) | Nine Fields 1 Cricket Pad | April 1 thru August 31 | | Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225 |
| Walenberg Field 15th & C Sts., SW *Rugby Field (1) | One Field | April 1 thru August 31 | | Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225 |
| Henry Bacon Dr. Fields Henry Bacon Dr. & Constitution Ave. *Softball Fields (# 9 thru 11) | Three Fields | April 1 thru August 31 | Note: Henry Bacon Dr. Fields are now OFFLINE . For more information, call Leonard Lee at NPS, (202) 619-7225 | Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225 |
| 23rd & Constitution Ave. Softball Fields (# 12 & 13) | Two Fields | April 1 thru August 31 | Note: 23rd & Constitution Fields are now OFFLINE . For more information, call Leonard Lee at NPS (202) 619-7225. | Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225 |
| Carter Barron 16th & Kennedy Sts., NW *S. of Morrow Dr. (3 Softball) *N. of Morrow Dr. (1 Softball) | Four Fields | April 1 thru October 1 | Note: Carter Barron Ballfields will be offline from August 7, thru August 22, 2004 for the Legg Mason and WTA Tournaments. | Before April 1 and after October, please contact Brenda Hynson (202) 895-6012 |
| Fort Reno Chesapeake St. & Nebraska Aves. *Soccer Field (1) *Softball Field (1) | Two Fields | April 1 thru November 1 | | Before April 1 and after November 1, contact Brenda Hynson (202) 895-6012 |

NPS FIRST COME -FIRST SERVE FIELDS

| NPS Properties | Number of Areas/Courts | Duration of Authority (Per Year) | Special Comments | NPS Associate |
|---|------------------------|----------------------------------|---|---------------------------------|
| Fort Totten Park Fort Totten Dr. & Crittenden St. Multi-Purpose field | One Field | Year-round jurisdiction | First come-first serve (no permit required) | Brenda Hynson (202) 895-6012 |
| Fort Bayard 47th & Fessenden Sts. *Softball (1) | One Field | Year-round jurisdiction | First come-first serve (no permit required) | Brenda Hynson (202) 895-6012 |
| Fort Reno Park Belt Rd. & Nebraska Ave. *Softball (1) *Soccer (1) | Two Fields | Year-round jurisdiction | First come-first serve (no permit required) | Brenda Hynson (202) 895-6012 |
| Rock Creek Park 20 first come first serve picnic groves along Beach Drive, Glover Road and Piney Branch Parkway | Twenty Picnic Groves | Year-round jurisdiction | First come-first serve (no permit required) Will service 8 to 10 people each grove | Brenda Hynson (202) 895-6012 |

Year 2004 Fee Schedule National Park Service Picnic Groves, Courts & Fields (Per Event)

| Type | DC Resident | Non-Resident |
|-----------------------|--|--|
| NPS Picnic Groves | No Charge Processing fee: \$5.00 | No Charge Processing fee: \$5.00 |
| NPS Volleyball Courts | No Charge Processing fee: \$5.00 | No Charge Processing fee: \$5.00 |
| NPS Fields | No Charge Processing fee per team: \$5.00 | No Charge Processing fee per team: \$5.00 |

GENERAL RULES: (Permits issued by DC Parks and Recreation (DPR))

1. Permits are applicable only for the areas designated on the permits.
2. Permits are non-transferable and cannot be sold or resold. Any violation of this provision will result in revocation of all permits issued to the permittee.
3. The Director of DC Parks and Recreation retains the right to revoke any permit. Depending on the location, the DPR or US Park Rangers or the US Park Police may revoke your permit without prior notice for public safety or damage to property.
4. DC Parks and Recreation retains the right to temporarily suspend a permit, or to change the permit location. DPR will make reasonable efforts to provide alternate locations.
5. If a reservation is made on a last-minute basis, i.e., the application was received within less than five business days prior to the event, and the site is available for permitting, payment must be remitted promptly.
6. Should an event not take place due to inclement weather conditions or unforeseen act, a credit will be issued for one (1) rain date during the current permitting period of the calendar year. The rain date will be dependent on space availability or an alternate location may be negotiated. No refunds will be given.
7. Should an applicant cancel an event for any reason, a letter of cancellation must be submitted. There will be a nominal processing fee associated with each cancellation. The refund policy will be as follows:

| | |
|---------------------------------------|------------|
| Less than 1 month prior to the event: | 0% refund |
| 1 or more months prior to the event: | 75% refund |
8. DC Parks and Recreation and National Park Service Representatives reserve the right to request that the permittee provide proof of approved site. The permit must be in your possession at the time of your event.
9. If a requestor is issued a notice of availability for a site that does not have restroom facilities or when a recreation center is closed, the requestor must supply their own portable toilets (one toilet to seventy-five people). Therefore, copies of contracts for portable toilets for all types of permits, whenever required, must be submitted to the DC Parks and Recreation prior to the issuance of a permit.
10. Moderate amplification is allowed on DPR properties. However, sound levels must not exceed 78 decibels (by order of city regulations). While using and regulating any sound equipment, please be mindful that many of our facilities are located in the midst of residential neighborhoods, and for that reason, consideration for the residents and community not taking part in the event, is essential. Amplification equipment are not allowed on Federally owned lands (NPS Property).

11. All deposits in part or in whole, will be refunded by mail to the applicant upon inspection of the property by a department representative. A requisition would be done for refunds within five business days after the event takes place; Permit Holder would receive a check in the mail, from the DC Treasury's Office, within forty-five (45) business days of their event. However, if the representative deems that the property was left in an unsatisfactory condition, the deposit would not be refunded or would be refunded in part only. If the property is in need of any type of repair, an assessment of the damage would be performed, the deposit would be applied, and the applicant would be billed accordingly. Deposits would also be applied to staff overtime if the requestor goes over their permitted end-time. Similarly, if a large amount of trash is left on the property, the deposit would be applied to a disposal fee. If additional payment is required for any of the above situations, payment must be remitted promptly.
12. The use of illegal substances: alcohol, explosives, firecrackers, firearms or weapons on District of Columbia property is prohibited by the District of Columbia Municipal Regulations and the District of Columbia Code.
13. No person shall kindle, build, maintain, or use a fire in any place, portable receptacle, or grill except in cases where authorization is given by the DPR. Ground camp-fires are not allowed in any DC Parks and Recreation property. If a fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over eighteen (18) years of age, from the time it is kindled until it is extinguished. No such fires shall be within ten feet of any building, tree, or underbrush or beneath the branches of any tree.
14. Do not leave, throw away or toss any lighted match, cigar, or cigarette, hot coals, or other flammable material within, on, near, or against any tree, building, structure, vehicle or enclosed or open area.
15. It is a violation to engage in disorderly behavior in any DC Parks and Recreation property. The permittee is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.
16. Neither the District of Columbia Government nor the DC Parks and Recreation will assume responsibility for claims of personal injury or damage to public or private property arising from the use of DPR facility/park premises during the period of use under permits.
17. It is a violation to post, display, affix, distribute, construct in, on, or above the surface of any DC Parks and Recreation property without prior approval from the DPR's Director.
18. It is unlawful for any person to spit, urinate or defecate in any property or facility, except for established locations specifically designed for such purposes.



19. Rules for the Use of Fields: All other rules apply, however, the following are additional, specific rules for ball-fields
- Annually, fields will be closed for maintenance purposes from mid November thru early March.
 - Only groups with permits will be allowed to use the ball-fields.
 - Care must be taken for protection of pedestrians from injury by kicked, thrown, or batted balls.
 - Any disturbances caused /initiated by permitted groups/persons will result in revocation of permits. Boisterous conduct or use of vulgar or profane language is forbidden.
 - Permit holders are not allowed to play on DPR'S nor NPS' fields within 24hours of significant rainfall, or when the ground is not firm enough to preclude damage.
 - League representatives must maintain a participants roster for all leagues.
 - Teams must supply their own Medical/Liability Insurance.
 - Teams must supply their own equipment.
 - Uniforms are required: Teams can have caps/tee shirts or tee shirts/pants of the same color.
 - Ball fields must be used for athletic activities only for example, soccer, softball, etc.
 - Only lime or field-chalk may be used to mark NPS' playing fields
20. Permit holders must adhere to the starting and ending times for the date(s) permitted for the event(s). Failure to comply with this regulation may result in the revocation of the permit and may also jeopardize consideration for future permits. DPR reserves the right to revoke a permit if the field or court is reserved but not used. The event will be monitored to ensure compliance.
21. NPS reserves the right to cancel or alter scheduled play in the event that maintenance or safety becomes an issue.
22. No person shall throw, catch, kick or strike any baseball, football, basketball, soccer, golf or tennis ball, or similar object, nor shall any person engage in any sport, game or other competition except in areas designated and maintained as such for which a permit has been issued.
23. Vehicles are not to be driven or parked on park grounds, only in designated public parking areas. Violation of this stipulation will result in a citation by the Metropolitan Police Department.
24. No person shall use any open area property of the DC Parks and Recreation, including designated parking areas, for the purpose of performing non-emergency automotive work, including, but not limited to, vehicle maintenance, repairs, or cleaning.
25. Pursuant to DCMR19, 729.1 the use of public recreational facilities should not be granted for commercial uses, for private profit, or for money-raising purposes. Therefore, no fees of any kind may be collected on recreation property, e.g., entry or registration fees, ticket sales, offerings, etc. The only deviation from this regulation will be the engagement of vendors at permitted Special Events/Large Festivals. This regulation stipulates that if an applicant engages with any vendors, there will be a 26% per vendor collection fee to cover vending space. This amount must be paid to DC Parks and Recreation within thirty days after the event. Please note that federal regulations prohibit vending of any kind on federal property.
26. For all grass cutting and park maintenance needs, contact DC Parks and Recreation, Customer Service Office at (202) 673-7647.



DC Parks and Recreation Permit Office

3149 16th Street, NW
Telephone: (202) 673-7667

Washington, DC 20010
Fax: (202) 671-2852



PERMIT APPLICATION FORM (PAF)

INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND ON THE SECOND PAGE OF THIS APPLICATION

- Specify the amenity you are requesting:
Example: field #1, basketball court, tennis court, multi-purpose room & kitchen, special equipment, park site-east, etc.

- Check and specify the type of event:
Example: Adult Sports - Soccer & Kickball or Other - Health Seminar, etc.

| | | |
|--|---|---|
| <input type="checkbox"/> Youth Specify type: _____ | <input type="checkbox"/> Senior Specify type: _____ | <input type="checkbox"/> Adult Sport Specify type: _____ |
| <input type="checkbox"/> Family Specify type: _____ | <input type="checkbox"/> Community Specify type: _____ | <input type="checkbox"/> Other Specify type: _____ |

* IF THIS IS NOT A BALL FIELD REQUEST - PLEASE SKIP QUESTION 3

- Is this application for an organized sports league? Yes ☐ No ☐
If "Yes" please indicate the number of teams in your league _____
Is this request for games or practices _____ (please note: game-dates should be requested separately)
If this is a request for games, please indicate the, highest number, expected attendance at any one game _____
- List anticipated number of persons who will attend your event _____
Is this permit for a Special Event/Large Festival (more than 250 people)? Yes ☐ No ☐
If "Yes" please adhere to instructions for "Special Events" on pages 5-6 of the Permit Procedures Manual.

- Complete the following:

| | | |
|--|---|---|
| Site Requested or Location of event (Facility Name, Street Address or Intersection) [You may provide alternate choices on page 2 of this Permit Application Form] | | Date(s): _____ Days of the week: _____ |
| Group, Organization or Team Name/Representative: _____ Starting Time: _____ Ending Time: _____ | | |
| Non Profit? Yes <input type="checkbox"/> No <input type="checkbox"/> | Is applicant a DC Resident? Yes <input type="checkbox"/> No <input type="checkbox"/> What percentage of participants in your event are DC residents? _____ % | Annual Event? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Representative's contact information: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone (H): () _____ Phone (W): () _____ Fax: () _____ Pager: () _____ Cell Phone: () _____ E-mail: _____ | | |

Applicant signature: _____
(Signature)

(Print name)

Date: _____

...continue

Detach here, complete and submit this form

PERMIT APPLICATION FORM (PAF) continued

Instructions for completing the first page of the Permit Application Form (PAF) (reverse):

Question #1: In the space provided, list all of the amenities you are requesting at the requested Site. If the request is for Special Equipment, list each different piece of equipment you are requesting. For the use of a National Park Service picnic groves or volleyball courts the applicant must apply in person at DC Parks and Recreation headquarters: 3149 16th Street, NW, Washington, DC.

Question #2: Check the type of event to be held. The following are examples of types of events:

- ▶ Youth Event: Youth Sport; City-wide Children's Festival; Youth Halloween Party; Youth Birthday Party...
- ▶ Senior Event: City-wide Prayer Breakfast for Seniors; Concert for Seniors; Neighborhood Senior Fitness Program...
- ▶ Family Event: Wedding; Family Reunion; Retirement Celebration...
- ▶ Other Event: PTA Meeting; Block Association Meeting; High School Reunion...
- ▶ Community Event: Community Reunion; Community Picnic...

Question #3: All ball field requestors should review and complete this section (appropriately)

Question #4: If your application is for a public gathering/festival that is expected to attract more than 250 people, please adhere to the instructions for "Special Events/Large Festivals" listed on pp. 9-11 of the Permit Procedures Manual.

Question #5: Please submit completed information as requested.

Important Note: The event representative must sign and date the Permit Application Form

Submission Process: This Permit Application Form must be completed and mailed or hand-delivered to: DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or faxed to (202) 671-2852. Please note that incomplete

Permit Application Forms may delay the permitting process.

Alternate Location/s

In the event the location requested is not available, please provide three alternate locations. Be sure to include the date and time of the event. A list of properties is provided in Appendix A of the Permit Procedures Manual.

Location/s

Date(s) and Time(s)

1. _____
2. _____
3. _____

Year 2004 Fee Schedule Rental of Special Equipment

| Description | Unit Price (\$/day) | *Deposit | Description | Unit Price (\$/day) | *Deposit |
|---|------------------------|----------|---|--|------------|
| Large Showmobile (36' x 8 1/2') | \$550.00 | \$300.00 | Podium | \$20.00 | \$20.00 |
| Medium Showmobile (28' x 16') | \$450.00 | \$150.00 | Platform (4' x 6' x 2') (Not recommended for dancing/stepping) | \$20.00 | \$20.00 |
| Description | Unit Price (\$/day) | *Deposit | Description | Unit Price (\$/day) | *Deposit |
| Small Showmobile (28' x 8 1/2') | \$350.00 | \$100.00 | Microphone | \$10.00 | \$20.00 |
| Generator (Not for Bands) | \$50.00 | \$20.00 | Lecturnette | \$25.00 | \$20.00 |
| Large P.A. System with microphone (Not for Bands) | \$100.00 | \$20.00 | Picnic/Sports Kit (Late Return Charge): DC Resident: \$20.00/day | DC Resident Rental Fee: \$39.00/day | \$55.00 |
| | | | Non-Resident: \$26.00/day | Non-Resident Rental Fee: \$65.00/day | \$55.00 |
| Small P.A. System with microphone (Not for Bands) | \$50.00 | \$20.00 | Tent (20' x 40') 1st day rental Each additional day | \$600.00 \$100.00 | N/A N/A |

Please list number and type of equipment needed (if any)

***Rental period for showmobiles is March 1 thru October 31**

Fees and Payment:

Please refer to the fee payment schedule for each type of permit listed in the Permit Procedures Manual. **Do not submit payment with your application.** You will be requested to submit payment when you receive your Notice of Availability.

Important Information:

The issuance of a permit creates a responsibility for your organization to comply with existing District of Columbia regulations and laws. DC Parks and Recreation (DPR) coordinates with the Metropolitan Police Department to ensure that permit holders adhere to required regulations and laws. Police Officers and the DPR's Urban Park Rangers (UPR) will conduct random checks to ensure that the safety and welfare of the community are preserved and the laws and regulations of the District of Columbia are upheld.

District of Columbia regulations prohibit fund-raising (this includes taking and offering donations) on District of Columbia government property. The only deviation from this regulation will be the engagement of vendors at Special Events/Large Festivals. This regulation stipulates that if an applicant engages any vendors, there will be a 20% per vendor collection fee to cover vending space. For more information, please call the permit office, (202) 673-7449/7667.

District of Columbia regulations prohibit the use of illegal substances, alcohol, explosives, firecrackers, firearms or weapons on District of Columbia government property.

Neither the District of Columbia government nor the DC Parks and Recreation will assume any responsibility for claims of personal injury arising during the period of use.

There are additional permitting rules and regulations that apply. Please refer to the section titled "General Rules" on the Permit Procedures Manual. If you would like to get information on obtaining a manual or if you require additional information, please contact our Permit Office at 202-673-7449 or our Customer Service Center at 202-673-7647.

Fold along this line and mail

Place
Stamp
Here

DC Parks and Recreation
3149-16th Street
Washington, DC 20010
Attention: Permit Office
www.dpr.dc.gov

Fold along this line and mail

